King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 6 **Inmate Classification and Discipline**	
6.03.001, **Restrictive Housing**	Approved By:	Director Allen Nance
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Purpose
To outline the procedures for administratively separating inmates from general population.

Policy
It is the policy of the department to remove and separate from general population, those inmates who present a risk to themselves, others, or to facility operations.

References

Department Forms:
- Restrictive Housing Review Form (F-630)
- Classification Kite (F-532)
- Immediate Transfer Form (F-571)
- Medical/Psychiatric Routine Transfer Request Form (F-572)
- Notice of Restrictive Housing (F-632)
- Rule Infraction Report (F-544)

Department Policies**:**
- 6.01.003, Hazard Identification Codes
- 6.02.001, Housing Multidisciplinary Team (MDT)
- 6.02.002, Inmate Disciplinary System
- 6.03.002, Restrictive Housing Contraindications
- 6.03.011, Adult Age-Out Inmates
- 6.03.007, Transgender Inmates

King County: Juvenile Ordinance 18637

RCW: 70.48

Definitions
Restrictive Housing: A management routine and housing assignment separate from other inmates. This placement and classification is a managerial (administrative) decision applied to an inmate(s) whose continued presence in general population presents a serious threat to staff, self, other inmates, or property excluding those in Medical or Psychiatric housing. All restrictive housing placements and routines are administrative and a hearing is not required, except in the case of an infraction disciplinary hearing.

Restrictive Housing consists of six categories:

Ultra-Security: The highest security and classification management status. Generally used for inmates possibly facing the death penalty, assaultive to staff or other inmates, have escaped, attempted to escape, or have planned an escape from custody, are suspected of terrorist acts, and other extreme security and safety risks.

Legal: Status shall be determined by the department via court order, information received from the prosecuting attorney, or via internal department sources (e.g., phone harassment of witnesses, running criminal activities on phone, multiple keep separates, ingestion of contraband, convicted juveniles who by law require cell housing separation from adults (e.g., single cell housing), etc.), or multiple co-defendants on serious charges who must be isolated for prevention of communication.

Pre-Disciplinary Hearing Restrictive Housing: Restricted housing for inmates awaiting a disciplinary hearing. This shall only be used when the inmate poses and continues to pose a threat to the safety and/or security of others or to the operation of the facility. A sergeant or higher authority must approve such placement.

Post-Disciplinary Hearing Restrictive Housing (Disciplinary Restrictive Housing): A sanction for inmates who have been found guilty in a disciplinary hearing. It consists of housing away from GP and limited dayroom access and privileges for a specified period of time (refer to department policy 6.02.002, Inmate Disciplinary Procedures).

Behavior Management Restrictive Housing: For inmates with a documented history of physical aggression, multiple serious or major rule violations, incompatibility with others, or whose presence in GP is expected to create a serious disruption to routine facility operations and refusal of GP placement. Behavior Management Restrictive Housing consists of the following:

1. **Intensive Management Unit (IMU):** For inmates who:
   a. Damage a housing unit by flooding; and/or
   b. Damage or destroy department property (i.e., windows, doors, sprinkler systems, intercoms, lights, phones, etc.).
2. **Behavior Restrictive Housing:**
   For inmates who:
   a. Have a documented history of physical threats or assaults to staff and/or inmates; and/or
   b. Display ongoing physically aggressive, resistive, intimidating, predatory, or threatening behaviors; and/or
   c. Have continuous incompatibility issues with other inmates, whose current behavior and history indicates the continuation of disrupting safe operations.

Restrictive Housing Inmate Management Program: A guideline of authorized privileges and rights provided to inmates for each category of restrictive housing.

Restrictive Housing Inmate Management Routine: A grid outlining types of activities and routines, which inmates on each differing kind of restrictive housing status will receive.

Restrictive Housing Management Plan: (also referred to as a Behavior Management Plan) An outline of reasons why an inmate is on restrictive housing status, including behavior patterns of the inmate and what the management plan is in response to these behaviors. Privileges earned shall be listed.

Behavior Management Contract: A written contract initiated by an inmate and agreed to between the inmate and a corrections program specialist (CPS) or the MDT, which addresses prior demonstrated behavior issues, and sets forth appropriate goals to maintain inmate

compliance with department rules and regulations. The contract is established in an effort to curb undesired behaviors displayed by the inmate and outlines goals which the inmate can demonstrate to earn placement in GP. The number of times that the inmate has been in the TBMU program shall appear on the contract.

General Population (GP): Housing areas containing inmates who do not have medical, security, or other concerns that would preclude them from being housed with others.

Individual Restrictive Housing: Special custody inmates who must be housed in physical isolation, physically separate from all other inmates.

Management Risk Score (MR): An objective scoring in the classification security system for inmate behavior, rating from MR-1 for compliant to MR-5 for physical aggression. (Note: level MR-4 does not exist.)

Notice of Restrictive Housing (F-632): A form used to notify the inmate of the reason for initial placement into restrictive housing, pending review.

Review of Restrictive Housing (Restrictive Housing Review Form (F-630): A form to notify the inmate of the reason for remaining in or removal from restrictive housing.

Adult Age-Out Inmates: Inmates that are identified in ITR as qualifying for consideration under KC Ordinance 18637. Those individuals that are 18 through 24 years of age who have either transferred to the adult system due to turning 18 years of age or those inmates who are 18 through 24 years of age who are returning on Juvenile probation or parole cases.

Procedure

A. Staff Basic Responsibilities

1. **Corrections officers** shall:
   a. Provide daily the following to eligible inmates in restrictive housing:
      1) Daily access to dayroom (minimum 1 hour).
      2) Access to fresh-air recreation.
      3) Shower.
      4) Phone.
   b. Enter into the JMS shift log each restrictive housing inmate's access to the areas/activities mentioned above or indicate that the inmate did not access the area/activity and why (e.g., inmate refusal, behavior sanction, out to court, etc.).
   c. Provide information to classification staff on inmate behavior.
      1) An inmate may not be restricted from dayroom access based on behavior that is a manifestation of a mental illness that is not a threat to the safety and/or security of staff or the facility.
      2) If an inmate poses a threat to the safety and/or security of staff or the facility based on behavior that is a manifestation of a mental illness, supervisor approval is required before dayroom access is restricted. Restrictions shall be documented in the JMS shift log articulating the specific behavior that poses a threat to the safety and/or security of staff or the facility.
2. **Duty sergeants** shall:
   a. Review daily, pre-disciplinary hearing restrictive housing inmates for decision to continue their restrictive housing placement pending the disciplinary hearing.
   b. Review housing units daily to determine if any inmates are racked back. If so, ensure that the reasons are following department policy (refer to 6.02.002 Inmate Disciplinary System) and that there is appropriate documentation for continuation of rack-back status.

c. Review any requests to restrict dayroom access of mentally ill inmates based on reasons articulated by the officer and only approve requests that pose a threat to the safety and/or security of staff or the facility.
d. Ensure that all relevant information and/or documentation is communicated to the shift commander and classification staff.

3. **Jail Health Services (JHS) staff** shall ensure that restrictive housing inmates receive care in compliance with National Commission on Correctional Health Care (NCCHC) standards.
4. **Corrections Program Specialists (CPS)** shall:
   a. Screen, determine, or assign placement of inmates to restrictive housing status, including initial assignment into Ultra-Security status when appropriate.
      1) A CPS making an initial assignment of an Ultra-Security inmate shall notify the Shift Commander and the Classification Program Specialist Supervisor of the assignment as soon as is practicable.
   b. Monitor behavior of inmates considered for, or placed into, restrictive housing.
   c. Communicate with state or local institutions, law enforcement agencies, or others, to verify and gather information regarding the need for restrictive housing.
   d. Enter all pertinent information into computerized classification files.
   e. Remove inmates from restrictive housing status when appropriate and consistent with this SOP, exceptions:
      1) Legal status inmates may only be removed by a corrections program supervisor or higher authority.
      2) Ultra-security status inmates may only be removed by the division major or higher authority.
   f. Schedule and participate in a review of all inmates who have completed six months on restrictive housing status. Participate as needed with the MDT.
   g. Review GTU extenuating circumstances and stage three failures with a corrections program supervisor.
   h. Review the need for continual Restrictive Housing for qualified AAO cases, following Department policy 6.03.011, Adult Age-Out Inmates.
5. **Corrections Program Supervisors** shall:
   a. Review CPS work for compliance with the restrictive housing policy guidelines and review and respond to inmate restrictive housing appeals.
   b. Review with the CPS each inmate completing six months of restrictive housing status and every six months thereafter.
   c. Review IMU inmate management plans and finalize IMU removal planning.
   d. Review GTU extenuating circumstances, Stage 3 failures for finalizing management plan.
6. The **Corrections Program Administrator (CPA)** shall:
   a. Participate in the review of the Ultra Security Status inmates for continuation or discontinuation (along with the division major).
   b. Coordinate the Ultra Security review and maintain any related documents.
   c. Review and respond to appeals received from inmate.
7. The **shift commander** shall:
   a. Initially approve Ultra-Security status for an inmate.
   b. Ensure that inmates deemed Ultra Security status are placed into restrictive housing.
   c. Review and approve the use of Restrictive Housing as necessary for AAO.
8. The **division major** shall:

a. Participate in the review of the Ultra Security status inmates for continuation or discontinuation (along with the CPA).
b. Receive and respond to second level inmate restrictive housing appeals.

B. Initial Placement into Restrictive Housing

1. General Placement Authority
   a. In critical situations, uniformed or JHS staff may request that inmates be placed into restrictive housing with the approval of the duty sergeant or higher authority.
      1) Placement shall require completion of an Immediate Transfer Form (F-571) or Rule Infraction Report Form (F-544) signed by the duty sergeant. These forms shall be forwarded to classification staff by the end of shift.
      2) The CPS shall review the F-571 or F-544 within the next shift to ensure appropriate placement.
      3) When placed into restrictive housing by non-classification staff, a formal review with the inmate present shall be completed within three days after placement.
   b. When a restrictive housing placement is made, the CPS shall document the reasons for and who made the assignment in the inmate's computerized classification file.
   c. When an inmate is placed into restrictive housing by classification staff, a review will be scheduled and completed within seven days after placement into restrictive housing.
   d. Ultra-Security placement shall be made by the shift commander or higher authority or by a CPS. Notification and documentation will be forwarded to the CPA and the division major for each Ultra Security placement.
2. Restrictive Housing Placement Procedure (Behavior Management, Pre-Disciplinary Restrictive Housing)
   a. If there is reasonable cause to believe an inmate is in danger from others, poses a danger to others, or to the security of the facility, the inmate may be separated from GP and placed into restrictive housing by the duty sergeant using the Immediate Transfer Form (F-571) or via notice to classification staff.
   b. Inmates at high risk for sexual victimization shall not be involuntarily placed in restrictive housing beyond 24 hours unless an assessment of all available alternatives has been completed, and a determination has been made that there is no available alternative means of separation from likely abusers. Such inmates shall be assigned to restricted housing only until an alternative means of separation from likely abusers can be arranged, and such an assignment shall not exceed a period of 30 days. This will be documented in the inmate's classification history.
   c. Inmates placed in involuntary restrictive housing shall have access to programs, privileges, and education to the extent possible. Any restrictions to programs, privileges, education, or work opportunities shall be documented in the inmate's classification history:
      1) The opportunities that have been limited
      2) The duration of the limitations
      3) The reasons for such limitations
   d. Every 30 days, classification will review involuntary restrictive housing placement to determine whether there is a continued need for separation from the general population.
   e. Consideration for Pre-Disciplinary Restrictive Housing placement pending an infraction.

Disciplinary Hearing:

1) Immediate rack-back if the following exigent circumstances exist:
   a) Inmate is out of control verbally or physically.
   b) Behavior is disrupting unit operations.
   c) Currently threatening others (staff, inmates, etc.).
   d) Instigating negative behavior in others.
   e) Needs isolation while an investigation is occurring.
2) Continued rack-back is not needed if inmate is no longer a current safety or operational security risk, as demonstrated by:
   a) Improved demeanor - no longer agitated, disruptive, threatening, etc.
   b) Not demonstrating that they are a current safety risk to others.
   c) Current calm and compliant behavior.
   d) Inmate shows insight and willingness to accept responsibility for own behavior and to comply with staff and department regulations.
   e) No prior behavior history of acting out aggressively once under self-control and committing to staff to follow directives and department rules.
   f) Investigation is completed.
   g) The reason for a restrictive housing assignment shall be documented in writing and forwarded to classification staff by the end of the shift when the decision was made.
   h) Classification staff shall review the information, the appropriateness of the placement, and make entries into the inmate's computerized classification file and update the Location Record to reflect appropriate documentation has been received.
3) Ultra-Security:
   a) The shift commander or CPS may place an inmate onto Ultra-Security status.
   b) The staff member placing the inmate onto Ultra-Security status shall notify the CPA and division major in writing and note the reasons for placement.
4) Legal:
   a) The duty sergeant or higher authority shall complete an Immediate Transfer Form (F-571) justifying the reason and authorization for placement.
   b) Classification staff shall document information into the inmate's computerized classification file and review placement with a corrections program supervisor.
   c) Adult Age-Out Inmates (AAO): All placements into Restrictive Housing of qualifying inmates must be approved by shift commander and only when it is necessary to prevent imminent and significant physical harm to the AAO or others and less restrictive alternatives are unsuccessful. Restrictive Housing for AAO inmates may not be used for disciplinary or punishment purposes. The short-term placement of AAO in individual cells for purposes of facility or living unit security issues or for other short-term facility physical plant safety and maintenance issues does not constitute "restrictive housing".

C. Initial Review of Restrictive Housing Placement

1. Classification staff shall conduct a review of all initial restrictive housing placements.
2. Classification staff may make a recommendation to the division major and CPA about an inmate initially placed onto Ultra Security status pending formal review.
3. CPS staff may not remove an inmate from Ultra-Security status. The CPA, division major, or higher authority shall direct all Ultra-Security status removals.

4. The inmate may be present during the initial placement review (provided there are no security concerns regarding staff and/or facility safety).
5. Classification staff may decide to place or continue placement of an inmate in restrictive housing based on information received from a source that has reason to remain anonymous to the inmate. This information and/or identity of the source will be included in the documentation, but in order to prevent retribution, it will not be given to the inmate.
6. Classification staff's decision will be based on information received with consideration given to:
   a. The type of behavior or problem(s) that prompted the recommendation.
   b. Whether the behavior was alleged (based upon credible sources) or established (confirmed).
   c. If the inmate requires new housing assignments due to aggressive behavior or if there are repetitive, disruptive circumstances prompting changes in housing assignments.
   d. The past booking history of the inmate.
   e. The demeanor of the inmate at the hearing.
   f. The verification of information concerning past PC requirements, restrictive housing, special needs, or behavior.
   g. Whether or not the inmate has complied with the Behavior Management Contract.
   h. Known contraindications.
7. Classification staff shall provide the inmate with a written decision, stating the basis for the decision. When it is determined that the inmate should remain in restrictive housing, the inmate may appeal the review decision to the corrections program supervisor.

D. Restrictive Housing Review Process:

1. The CPS shall review the ongoing status of all inmates housed in restrictive housing for behavior, legal, or other reasons during the first seven days in restrictive housing, and every 30 days thereafter.
2. Pre-disciplinary hearing restrictive housing inmates may be reviewed:
   a. Daily by the duty sergeant for decision to continue placement pending the disciplinary hearing. The sergeant's decision shall either be to continue in pre-disciplinary restrictive housing or to have the inmate re-assigned to alternative housing elsewhere in the facility.
   b. By the CPS on the date following their arrival, and again at the time of the disciplinary hearing.
   c. The CPS shall record pertinent data in the inmate’s computerized classification file.
   d. Inmates shall be given the opportunity to present the reasons they believe they should be housed in GP instead of restrictive housing.
3. A Behavior Management Contract may be drawn up between classification staff, the MDT and the inmate, listing the following:
   a. Resulting action if the inmate breaches the contract.
   b. Resulting action if the inmate successfully complies with the plan.
4. Restrictive housing placement may be altered and/or continued (i.e., Ultra-Security or Behavior Management).
5. The CPS shall make a copy of the Restrictive Housing Review Form (F-630). The original shall be placed in the chronological classification file and a copy shall be given to the inmate.

6. The division major and the CPA, in consultation with a Psychiatric Evaluation Specialist (PES), a member of the Multi-Disciplinary Team (MDT)and a CPS, as appropriate, shall review Ultra Security inmates monthly.
   a. The objective is to determine if the inmate meets the basic criteria for Ultra-Security status and is appropriate to continue.
   b. The inmate may submit written comments but shall not be present during the review process.
   c. Decisions and information on the Ultra-Security status is forwarded in writing to the inmate following each review.
   d. Ultra-Security status inmates shall be interviewed monthly by the CPS when providing the copy of their written review status. The inmate's well-being and concerns shall be documented in the inmate's computerized classification file.

E. Restrictive Housing Appeal

1. An inmate may appeal his or her placement onto restrictive housing status (except Ultra-Security) to the corrections program supervisor.
2. The corrections program supervisor shall:
   a. Respond to the appeal within 10 working days, excluding weekends and holidays.
   b. Provide the inmate with a copy of the written response to his or her appeal, giving reasons for the decision. The decision will be entered into the inmate's computerized classification file.
3. When a corrections program supervisor has placed an inmate into restrictive housing, the appeal shall be forwarded to the CPA for review.

F. Restrictive Housing Removal

1. The review and response for a removal from restrictive housing shall be completed by classification staff and all responses will be in writing, with a copy given to the inmate.
2. Voluntary PC inmates that are in restrictive housing that wish to return to GP must make such requests in writing.
   a. This request must be submitted to classification staff with reasons as to why the inmate feels they are no longer in danger.
   b. Prior to the inmate's removal from PC, the inmate must sign a statement declaring that they no longer feel in jeopardy and can be safely housed in GP.
   c. Inmates requesting removal from PC must be interviewed in person by classification staff.
   d. Classification staff may approve or deny the request for removal from PC.
3. When a CPS determines that an inmate remains in restrictive housing, the inmate may appeal the decision to the corrections program supervisor.
4. The inmate shall be given a copy of the classification decision.
5. The division major or higher authority shall determine when Ultra Security inmates are eligible for removal.
6. Upon removal, the Ultra-Security inmate shall be given written notice, and a copy shall be provided to the CPS.
7. The Hazard Identification Code shall be changed with the removal of the "Ultra" label, and all affected staff shall be notified (refer to department policy 6.01.003, Hazard Identification Codes).

G. Security Precautions Procedure

1. Restrictive housing inmates categorized as Ultra-Security and Behavior Management shall:
   a. Not be allowed access to mops, brooms, or buckets. These inmates will be provided a sponge, special bucket, and cleaner to clean their cells.
   b. Not be mixed with any other inmate unless under direct supervision (in areas such as court detail and the clinic).
   c. Be subject to additional security measures as per current practice.
   d. Be individually searched (in addition to their cells), on an irregular basis for contraband.
   e. Be randomly reassigned to new cells (Ultra-Security).

H. Rights and Privileges

1. Restrictive housing inmates shall have the following provisions:
   a. Be housed in cells substantially similar to those cells used for GP.
   b. One (1) hour access to the dayroom each day.
   c. Be permitted correspondence.
   d. Have access to legal material and representation.
   e. Be served meals meeting dietary nutritional standards.
   f. Have access to medical care.
   g. Be granted one-to-one religious access with approved clergy and to attend group worship services.
   h. Be considered for individual educational tutoring.
   i. Access to recreational reading program, however it may be removed if reading materials are misused or destroyed.
   j. Have visitation scheduled for a minimum of three hours weekly.
   k. Earn early release credit, unless removed as a disciplinary sanction.
2. The above provisions may be formally limited as part of the inmate management program or MDT routine for restrictive housing categories. It can also be formally limited for individual inmates when the provision of such rights may result in danger to the inmate or other persons, and/or to the security of the facility; or when restricted as a result of a disciplinary sanction.
   a. All limitations not as a result of a due process hearing shall be documented and approved by a sergeant or higher authority.
   b. Inmate rights under H(1)(g) shall be limited only when supported by a compelling governmental interest (e.g., inmate safety, institutional security, etc.) and the efficacy of less restrictive methods for achieving the compelling interest have been considered and rejected prior to imposition of the limitation. The compelling interest and consideration of less restrictive alternatives shall be documented and approved by a sergeant or higher authority.
3. Dayroom Access
   a. A dayroom access schedule and a fresh-air recreation schedule shall be designed by the CPA or designee for each restrictive housing area and shall be posted at each officer's station where there is restrictive housing.
      1) The schedules shall provide for an hour of dayroom access daily.
      2) Absence of the inmate from his or her housing unit for other activities may result in the inmate missing these activities.
   b. The housing unit/wing officer shall follow the dayroom schedule or document any discrepancies in the JMS shift log.

1) The officer may vary the schedule by exchanging one cell time-out for another during the day, provided that all eligible inmates are given the opportunity for dayroom access.
2) Use of the dayroom shall be documented in the JMS shift log. The officer shall document inmate dayroom access, refusals to have dayroom time, and any removal or loss of dayroom time.

c. Loss of dayroom access (for inmates already restricted to one hour of dayroom access per day) may only be imposed when the inmate's behavior creates safety and security concerns.
d. The housing unit/wing officer shall note any problem behavior and forward the information to classification staff for entry into the inmate's computerized classification file. Operational sanctions such as loss of dayroom privilege shall be approved by the duty sergeant and documented on a Rule Infraction Form (F-544) (refer to department policy 6.02.002, Inmate Disciplinary System).

4. Restrictive Housing Fresh-air Recreation Access
   a. Restrictive housing inmates shall be authorized a minimum of three individual hours per week of fresh-air recreation access, unless otherwise specified in this policy.
      1) Ultra-Security inmates shall be eligible for five days of fresh-air recreation per week, after a 30-day observation period.
      2) Legal Restrictive Housing status inmates shall be allowed fresh-air recreation four times per week.
      3) IMU, Pre-, and Post-Disciplinary Hearing Restrictive Housing inmates shall not be eligible for fresh-air recreation.
   b. The CPA or designee shall maintain the fresh-air recreation schedule with input from classification and uniform staff. The schedule parameters shall be designed with input from supervisors on security concerns. The CPA shall approve the schedule.

I. Behavior Management Restrictive Housing Program Procedure

1. Inmates on Behavior Management Restrictive Housing status shall fall into one of three levels: Intensive Management, Behavior Restrictive Housing or Transitional Behavior Management.
2. Behavior Restrictive Housing inmates are responsible for demonstrating compliant behavior and a commitment to improve behavior and comply with department rules and expectations.
   a. A period of time shall be required on Behavior Restrictive Housing status before consideration for progression out of this status. The period shall depend on the seriousness of the demonstrated behaviors which placed the inmate onto this status, the length of time since the last occurrence, the commitment of the inmate to comply with department rules, and appropriate behavior.
   b. Upon attainment of maximum privileges, behavior is deemed worthy of contracting for progression to GTU or deemed appropriate by the MDT.